

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL TRANSFER CANDIDATES MAY APPLY.**

### EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING BRIDGE ENGINEER**

POSITION TITLE: **OFFICE CHIEF, BRIDGE DESIGN / SOUTHERN CALIFORNIA**

SALARY: **\$8955 - \$9878**

LOCATION: **DISTRICT 7 – LOS ANGELES**

FINAL FILING DATE: **NOVEMBER 12, 2008**

### DUTIES/RESPONSIBILITIES

Under general direction of the Principal Bridge Engineer of the Division of Engineering Services (DES), Structure Design, the Supervising Bridge Engineer will have responsibility for project delivery relative to bridge design work primarily in Southern California for the Department of Transportation. Acts as an assistant to the engineer in charge of a functional area performing difficult and complex bridge or transportation-related structure engineering work in the field or headquarters office; or act as a departmental representative, a staff specialist, a consultant in a specific bridge or transportation-related structure engineering field, or on a complex project or research study; and do other related work. Responsibilities include, but are not limited to:

- Directs the work of a Bridge Design Office which includes several bridge design branches by assigning projects to staff, monitoring work progress, and participating in strategy and Type Selection meetings with the goal to solve project related issues. Coordinates the activities of these branches within the Office, with other Bridge Design Offices, Preliminary Investigations, Structure Foundations, and with other Department of Transportation units to ensure the timely delivery of plans, specifications and estimates (PS&E) for bridges and related projects.
- Develops and updates Memos-to-Designers, Bridge Design Specifications, Bridge Design Aides, and other policy/technical materials deemed necessary to enhance design product quality,

efficiency and timeliness of delivery. This is accomplished through participation on and guidance of committees designed to improve project delivery processes and procedures.

- Works closely with District Project Managers and design staff at the project development stage to assist in defining project scope and costs by participating in project development team meetings or assigning this responsibility to subordinate staff. Must be able to intelligently discuss structure design issues with District partners to facilitate the most appropriate design solution for the specific transportation project concerns.
- Provides specialized services to Structure Construction, Structure Maintenance, and other Caltrans units as necessary. Examples of such services include participating in discussions leading to issue resolution, assigning specialized design work to assist in program delivery, and formalizing design policy/procedural issues for distribution to these functional areas, thus ensuring consistency in project development.
- Responds to requests for staff work from the Deputy Chief, Structure Design, and the DES Directorate. Such requests include convening special committees or work teams to address specific areas of concern related to structure design, construction and maintenance. Usually these assignments require written correspondence to the requestor defining the problem statement, the proposed resolution and any mitigating or outstanding concerns.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of structure engineering experience as a Senior Bridge Engineer in the California state service.

#### **Or II**

**Experience:** One year of experience equivalent in level of responsibility to a Senior Transportation Engineer in the California state service AND at least two years of structure engineering experience as a Transportation Engineer (Civil), Range D, or higher in the California state service.

#### **Or III**

**Experience:** Broad and extensive (five or more years) engineering experience in the design, construction and maintenance inspection of bridges, major transportation-related structures, or transportation-related buildings. [Three years of the experience applied to this pattern must include: (a) one year of bridge design, construction, or maintenance inspection experience, and (b) two years in a supervisory capacity comparable in level of responsibility to a Senior Bridge Engineer in the California state service.]

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Purposes, organization, policies, and procedures of the Department of Transportation and the Division of Structures; methods of design and construction of various types of bridges and transportation-related structures; characteristics of materials and equipment used in structure design and construction of bridges and transportation-related structures; factors affecting structure type selection; maintenance inspection and load rating of structures; structure seismic criteria and program; principles of project management including scope, schedule and budget; consultant contracting process, including consultant selection and contract management; external financing of transportation facilities; budgetary and resource matters; economics of bridge design and financing and handling of construction work by contract; principles and techniques of personnel management and supervision; planning and directing the work of others; Department's equal

employment opportunity and labor relations program objectives; a supervisor's role in maintaining effective safety, health, equal employment opportunity and labor relations programs, and the processes available to meet these program objectives; basic safety and health regulations contained in the General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.

**Ability to:** Plan and direct the work of an engineering and administrative staff; analyze technical situations accurately and recommend or adopt an effective course of action; initiate correspondence and prepare complete and comprehensive reports; exhibit tact and diplomacy; address an audience effectively; work effectively with Caltrans' districts, consultants, local government agencies and other transportation financing agencies; negotiate consultant contracts; be flexible and adaptive to changes; gain the support and confidence of top level management and advise them on a wide range of transportation matters; analyze and implement administrative policies and organizational procedures; work successfully with others to gain their respect and confidence; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives.

#### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of the Department's mission, goals and programs.
- Demonstrated knowledge and experience in management and supervisory practices including personnel and equal employment opportunity.
- Demonstrated ability to analyze complex and/or sensitive transportation-related structure issues and recommend an effective course of action.
- Demonstrated knowledge of departmental project delivery processes,
- Demonstrated strong communication skills, both orally and in writing.
- Demonstrated ability to lead a group of technical experts.

#### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

#### **FILING INSTRUCTIONS**

- All interested applicants must submit:
- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should specify the classification; **position title and the MSP number 8MSP47** being interviewed for. No faxed or e-mail applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **NOVEMBER 12, 2008**. Interagency mail received after this date will not be accepted. The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (8MSP47)  
1727 30<sup>th</sup> Street, MS-86  
Sacramento, CA 95816**

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| <b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b> |
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Questions regarding this examination process should be directed to: Liz Ochoa at (916) 227-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.